



**James City County
Request for Proposal 15-6998
COST ALLOCATION PLAN**

DATE: February 24, 2015

ADDENDUM NO. 1

This Addendum provides answers to offerors' emailed questions.

The above referenced RFP is hereby amended and clarified as follows:

The following modifications, additions, and deletions are *hereby incorporated into the contract documents.*

QUESTIONS:

1. How many central services are in the County's current cost plan?

Response: There are 22 central service functions in the last plan.

2. What is the name of the vendor that prepared the cost plan?

Response: Robinson, Farmer, Cox Associates

3. What was the fee to prepare the cost plan?

Response: \$4,000.00

4. Is the County in any way dissatisfied with the most recent cost allocation firm or consultant(s)? If so, in what way(s)?

Response: No, we have been satisfied.

5. What has been the biggest challenge the County has faced with this project in the past few years?

Response: This process has been smooth with our consultant preparing the plan. Internally, we have had challenges gathering building allocation information.

6. What is the most recent fee paid for annual cost allocation services?

Response: Please refer to question #3.

7. What firm currently prepares the County's Cost Allocation Plans?



Response: Please refer to question #2

8. How many years has the current firm prepared the County's Cost Allocation Plans?

Response: 6 years.

9. What was the most recent fee?

Response: Please refer to question #3.

10. Are there any current issues or findings regarding the most recent Plan? If so, could you provide information?

Response: Please refer to question #4.

11. What Fiscal Year is the Cost Allocation Plan to be based on?

Response: Per the RFP Documents, Section XVI titled Contractual Agreement "The initial contract year will be for the fiscal year 2014 (July 1, 2013 and June 30, 2014".

This Addendum 1 is incorporated into the Proposal Documents and will be made part of the resulting contract. Please acknowledge receipt of this Addendum in the space provided in the proposal form section of the Request for Proposal.

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.